

Gender-based Analysis (GBA) Template

The Department of Finance has made a commitment to perform gender-based analysis (GBA) on all new policy proposals, including tax and spending measures, where appropriate and where data exist. **This template is primarily for use by analysts responsible for developing policy proposals.**

In addition, analysts performing a challenge function and preparing briefings on budget measures and off-cycle funding decisions that encompass departmental and agency policy, programs, legislation and regulations should use this template in cases where a GBA has not been completed by the sponsoring department and it is not possible to request further information from them (e.g. due to budget secrecy).

Instructions for proposals going to the Minister for decision:

1. Complete the preliminary GBA scan by completing sections 1-4. Based on your summary/conclusion you may be required to prepare a full GBA.
2. If the outcome of this preliminary GBA scan indicates that a full GBA is *NOT* required, please complete the summary box following section 4 and submit this document for the required approvals.
3. If the outcome of this preliminary scan indicates that a full GBA *IS* required, complete section 5 of this document, attaching references and additional information if required *OR* complete a full GBA without the use of the section 5 template. Submit the complete package for required approvals.
4. Include a summary of the conclusions of the preliminary scan or full GBA in the relevant decision note for the Minister.
5. Scan the full package approved by the general director and send the scanned documents to GBA-ACS@fin.gc.ca. If the information in the GBA is of a sensitive nature, you may choose to forward a copy at a later date (e.g. once a decision has been taken or following the budget). Nevertheless, the GBA needs to be conducted at an appropriate stage in the decision-making process.

Information on the initiative

Title:

Branch: Financial Sector Policy

Division: Financial Systems Division

Contact information

Name of originator: Robert Snell

Phone: 613-369-3860

Email: robert.snell@canada.ca

1. Basic information

- a) Identify the type of initiative(s) in the box below. Types of initiatives include: Budget Submissions, Memorandum to Cabinet, Treasury Board Submissions, Regulation/Legislation, Order in Council, Policy, Treaty/Agreement.

Type of initiative(s): Legislation

Note: A GBA should be conducted early in the policy development process. Thus policy proposals that will ultimately result in a Memorandum to Cabinet or Regulation/Legislation should be assessed well before they reach that stage.

- b) Identify whether this a new or expanded policy/program/initiative (check one):

☒ New initiative ☐ Expanded or extended

- c) Is this GBA Template being competed for a department/agency that would not or could not perform a GBA?

☐ Yes ☒ No

If yes, identify the department(s) or agency(ies) that would be responsible for the initiative:

Responsible department(s) / agency(ies):

2. Brief description of the proposed initiative:

Brief description:

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

3. **Exemptions:** Is there a rationale for an exemption from completing a GBA? If yes, mark the appropriate case below and provide a brief explanation in the space provided. If an exemption is applicable, no further assessment is required; leave remaining questions unanswered, proceed directly to the summary/conclusion, select "NO" and obtain approvals.

- ☒ No exemption applicable (go on to question 4)
- ☐ Exemption applicable for one of the following reasons (skip question 4 and go to the summary and conclusion section)
- ☐ Initiative is a response to a clear and immediate emergency.
 - ☐ Matter of urgency; senior decision making processes have been shortened.
 - ☐ Initiative is a macroeconomic policy¹ or relates to treasury functions² (provide details in comments).
 - ☐ Initiative has been assessed previously for gender-specific impacts, for example, an initiative that is a subset of or is identical to a policy, plan or program that was previously assessed, or is a regulation or legislation implementing a proposal for which a GBA screening or full GBA was performed, and there have been no significant changes to the environment or context that would warrant a new GBA. Identify the situation for which a GBA was previously performed in the comments box below, and copy the previous GBA Summary/Conclusion or write a brief summary of the conclusion in the appropriate box below.

Comments:
Previous GBA summary/conclusion (if applicable):

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

¹ In this template, a macroeconomic policy refers to policies that would affect the Canadian economy overall. Some tax and spending measures are considered microeconomic policy measures.

² In this template, treasury functions refer to debt functions, borrowing programs and foreign reserves operations.

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4. **Key screening questions:** The following questions will help to determine if a full GBA is required.

a) Who is/are the key target group(s) of this initiative?



b) Does the issue being addressed with this initiative affect diverse groups of women and men in different ways? If so, how?

It is not anticipated that diverse groups of men and women will be affected in different ways by this initiative.

c) Does the initiative improve the situation for all? Or would there be unintended differential negative impacts or would barriers be created for some groups of women and men?

It is not anticipated that this initiative will result in unintended differential negative impacts or would create barriers for access for some groups of women and men.

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

Summary / Conclusion: Based on your answers to the key screening questions in section 4, is it likely that the proposal will have important (positive or negative) gender-specific and/or diversity-specific consequences? (Important gender-specific and/or diversity specific consequences could include real or perceived differences in benefits or access.)

- If you conclude that the initiative is not likely to have important gender-specific or diversity-specific consequences, prepare a summary in the box below and have this completed template submitted for appropriate approvals.
- If you conclude that the initiative is likely to have important gender-specific and/or diversity specific consequences:
 1. **Prepare a full GBA.** To prepare a full GBA, you have the option to use the template in section 5, or prepare the full GBA without the use of that template. The differential impacts on diverse groups of men and women identified in section 4 above should be quantified to the extent possible. Refer to the Information Sheet on GBA for further considerations. (Note: If performing the challenge function, do not prepare a full GBA but note that further analysis will be completed by the responsible department, if required.)
 2. Summarize the gender-specific and/or diversity specific impacts of the initiative in the box below.
 3. Attach a copy of your full GBA and the relevant data used to this questionnaire.
 4. Submit the full package for appropriate approvals.

A summary is to be prepared in all cases, for use in the "Gender-based Analysis" section of decision notes for the Minister on new policy proposals, including tax and spending proposals, Memoranda to Cabinet and Treasury Board submissions:

Summary of GBA findings: This initiative is not likely to have important gender-specific or diversity-specific consequences.

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

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Approval

Title of initiative: [REDACTED]

General Director: Leah Anderson.

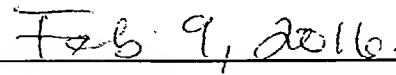
Branch: Financial Sector Policy

Phone: 613-369-3620

Signed (paper copy):



Date:



s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

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Gender-based Analysis (GBA) Template for Policies Initiated or Developed by the Department of Finance

The Department of Finance has made a commitment to perform gender-based analysis (GBA) on all new policy proposals, including tax and spending measures, where appropriate and where data exist. **This template is primarily for use by analysts responsible for developing policy proposals.**

In addition, analysts performing a challenge function and preparing briefings on budget measures and off-cycle funding decisions that encompass departmental and agency policy, programs, legislation and regulations should use this template in cases where a GBA has not been completed by the sponsoring department and it is not possible to request further information from them (e.g. due to budget secrecy).

Instructions for proposals going to the Minister for decision:

1. Complete the preliminary GBA scan by completing sections 1-4. Based on your summary/conclusion you may be required to prepare a full GBA.
2. If the outcome of this preliminary GBA scan indicates that a full GBA is **NOT** required, please complete the summary box following section 4 and submit this document for the required approvals.
3. If the outcome of this preliminary scan indicates that a full GBA **IS** required, complete section 5 of this document, attaching references and additional information if required **OR** complete a full GBA without the use of the section 5 template. Submit the complete package for required approvals.
4. Include a summary of the conclusions of the preliminary scan or full GBA in the relevant decision note for the Minister.
5. Scan the full package approved by the general director and send the scanned documents to GBA-ACS@fin.gc.ca. If the information in the GBA is of a sensitive nature, you may choose to forward a copy at a later date (e.g. once a decision has been taken or following the budget). Nevertheless, the GBA needs to be conducted at an appropriate stage in the decision-making process.

Information on the initiative

Title: [REDACTED]

Branch: Financial Sector Policy

Division: Financial Systems Division

Contact information

Name of originator: Shaheen Hasham

Phone: 613-369-3856

Email: shaheen.hasham@canada.ca

1. Basic information

- a) Identify the type of initiative(s) in the box below. Types of initiatives include: Budget Submissions, Memorandum to Cabinet, Treasury Board Submissions, Regulation/Legislation, Order in Council, Policy, Treaty/Agreement.

Type of initiative(s): Legislation

Note: A GBA should be conducted early in the policy development process. Thus policy proposals that will ultimately result in a Memorandum to Cabinet or Regulation/Legislation should be assessed well before they reach that stage.

- b) Identify whether this a new or expanded policy/program/initiative (check one):

☒ New initiative ☐ Expanded or extended

- c) Is this GBA Template being competed for a department/agency that would not or could not perform a GBA?

☐ Yes ☒ No

If yes, identify the department(s) or agency(ies) that would be responsible for the initiative:

Responsible department(s) / agency(ies):

2. Brief description of the proposed initiative:

[Redacted area for brief description of the proposed initiative]

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

3. **Exemptions:** Is there a rationale for an exemption from completing a GBA? If yes, mark the appropriate case below and provide a brief explanation in the space provided. If an exemption is applicable, no further assessment is required; leave remaining questions unanswered, proceed directly to the summary/conclusion, select "NO" and obtain approvals.

- ☒ No exemption applicable (go on to question 4)
- ☐ Exemption applicable for one of the following reasons (skip question 4 and go to the summary and conclusion section)
- ☐ Initiative is a response to a clear and immediate emergency.
 - ☐ Matter of urgency; senior decision making processes have been shortened.
 - ☐ Initiative is a macroeconomic policy¹ or relates to treasury functions² (provide details in comments).
 - ☐ Initiative has been assessed previously for gender-specific impacts, for example, an initiative that is a subset of or is identical to a policy, plan or program that was previously assessed, or is a regulation or legislation implementing a proposal for which a GBA screening or full GBA was performed, and there have been no significant changes to the environment or context that would warrant a new GBA. Identify the situation for which a GBA was previously performed in the comments box below, and copy the previous GBA Summary/Conclusion or write a brief summary of the conclusion in the appropriate box below.

Comments:

Previous GBA summary/conclusion (if applicable):

¹ In this template, a macroeconomic policy refers to policies that would affect the Canadian economy overall. Some tax and spending measures are considered microeconomic policy measures.

² In this template, treasury functions refer to debt functions, borrowing programs and foreign reserves operations.

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4. **Key screening questions:** The following questions will help to determine if a full GBA is required.

a) Who is/are the key target group(s) of this initiative?

A large rectangular area that has been completely redacted with a solid grey box, obscuring the answer to question a).

b) Does the issue being addressed with this initiative affect diverse groups of women and men in different ways? If so, how?

No.

c) Does the initiative improve the situation for all? Or would there be unintended differential negative impacts or would barriers be created for some groups of women and men?

It is anticipated that this initiative would improve the situation for all.

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

Summary / Conclusion: Based on your answers to the key screening questions in section 4, is it likely that the proposal will have important (positive or negative) gender-specific and/or diversity-specific consequences? (Important gender-specific and/or diversity specific consequences could include real or perceived differences in benefits or access.)

- If you conclude that the initiative is not likely to have important gender-specific or diversity-specific consequences, prepare a summary in the box below and have this completed template submitted for appropriate approvals.
- If you conclude that the initiative is likely to have important gender-specific and/or diversity specific consequences:
 1. **Prepare a full GBA.** To prepare a full GBA, you have the option to use the template in section 5, or prepare the full GBA without the use of that template. The differential impacts on diverse groups of men and women identified in section 4 above should be quantified to the extent possible. Refer to the Information Sheet on GBA for further considerations. (Note: If performing the challenge function, do not prepare a full GBA but note that further analysis will be completed by the responsible department, if required.)
 2. Summarize the gender-specific and/or diversity specific impacts of the initiative in the box below.
 3. Attach a copy of your full GBA and the relevant data used to this questionnaire.
 4. Submit the full package for appropriate approvals.

A summary is to be prepared in all cases, for use in the "Gender-based Analysis" section of decision notes for the Minister on new policy proposals, including tax and spending proposals, Memoranda to Cabinet and Treasury Board submissions:

Summary of GBA findings: This initiative is not likely to have important gender-specific or diversity-specific consequences.

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)

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Approval

Title of initiative: [REDACTED]

General Director: Leah Anderson

Branch: Financial Sector Policy

Phone: 613-369-3620

Signed (paper copy):

Leah Anderson

Date:

Feb 9, 2016

s.69(1)(g) re: (d)

s.69(1)(g) re: (e)